



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL CLASSIFICATION AND PLANNING SPECIALIST</b>	<b>42*</b>	<b>B</b>	<b>12.554</b>

Under the direction of the Chief of Classification and Planning, supervise the Research and Planning Programs, the Classification System and the Automated Inmate Information System.

Develop population projections for use in fiscal and construction planning, as required by NRS 176.011 by analyzing the legal and correctional characteristics of offenders who are in prison, who are coming to prison, and who have departed prison, using computers, computer software, and the database containing classification data on the inmate population in order to generate a series of distributions to be manipulated by a stochastic projection model.

Review and analyze State population trends and demographic factors in the change of the intake population by reviewing and analyzing law enforcement practices which would affect prison intake (police and judiciary) and prison release system and practice (Parole Board and Parole and Probation Division); coordinate the actions of research consultants with the actions of State research resources in order to validate the projections and to aid the ongoing development of the projection models developed by the department and direct the execution of projections to identify, analyze and determine the impact of proposed legislation or policy changes on the prison population for fiscal and construction planning efforts.

Develop, implement and manage the maintenance of statistical and computer systems in order to facilitate the statewide collection of data concerning the inmate population and institutional activities, so as to assist management with decisions relative to security, programs, and population management.

Supervise the division's statisticians in their regular functions of gathering, manipulating, and presentation of information by setting goals, making work assignments, prioritizing work, establishing timeframes, reviewing work output, and evaluating performance; manage the department's classification database by directing the activities of the division's analyst in the structure and development of the database for the efficient and effective use of the division's data processing resources; supervise the division's classification analyst relevant to completion of classification activities, the performance of audit functions, and management of the Interstate Agreement on Detainers (IA).

Develop manual and computer reporting systems for use at the institutional and departmental level in the collection, recording, and transmittal of population and activities data to include collection instruments, computer screens, and data base design and modification.

Prepare budget for the data processing section of the Classification and Planning Division by analyzing current expenses and future plans and needs of the section.

Review the criminal history of an offender using the FBI rap sheet, the Division of Parole and Probation Pre-sentence Investigation, and other available historical resources to ensure compliance with statutory limitations on the assignment of reduced custody levels.

Document the inmate classification decision in central files, and the classification database for institutional action and data maintenance functions.

**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

Review and approve the Central Monitoring System Reports which document exceptional case factors affecting the safety and welfare of inmates, and the security of the institution.

Review candidates, at the request of the Chief of the Division, for inbound transfer to the department under the auspices of the Interstate Compact Agreement, and develop recommendations regarding the suitability of the inmate for transfer to the department.

Direct institutional classification staff, from the Associate Warden level downward, on classification practices and procedures for the purpose of compliance and uniformity in the application of inmate classification rules and regulations.

Audit classification practices of institutions and facilities by reviewing their records to ensure that inmates are properly classified and prepare reports on the performance of classification staff in the institutions.

Draft administrative regulations pertaining to classification, data processing, records management, and sentence management issues in order to comply with new laws and regulations; prepare recommendations on legislative bills affecting the department in the areas of classification, data processing, records management, and sentence management issues; prepare responses to correspondence for the Chief of Classification and Planning, the director of the department, and the Governor on matters regarding classification, planning, and correctional issues in general; recommend changes to the NRS regarding classification and sentencing and draft BDR's for presentation to the Legislative Counsel Bureau by following instructions given by the supervisor.

Train institutional and departmental staff in classification, records management, and sentence management issues, on an institutional level and in the pre-service training program and assist the records manager, transportation staff, and institutional classification staff in interpreting agency policies and regulations.

Serve as a member of the departmental data processing steering committee.

Perform related duties as assigned.

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### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college with an Associate's degree in corrections, criminal justice, law enforcement, business information systems or related field and four years of experience in the area of classification/casework services or statistics and planning or information systems, one of which must have been working in a supervisory and administrative capacity; **OR** Bachelor's degree from an accredited college or university in criminal justice, law enforcement, business information systems or another field related to classification/casework services and two years of experience as described above, one of which must have been working in supervisory and administrative capacity.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** inmate classification practices on departmental level; classification law and policy.

**Working knowledge of:** advanced statistical methods. **Knowledge of:** the philosophy regarding objective classification; the process of enacting a law; sentencing law and practices; institutional, transportation, medical, psychological, records management, fiscal practices, and the mission of the department. **Ability to:** identify probable affects of law and policy changes in the criminal justice milieu; draft/revise legislation and develop fiscal impact statements; interpret agency rules, regulations, policies and procedures relative to management functions; write summary reports of technical activities and results into non-technical, understandable language; present verbal reports in understandable language; isolate the effective elements of proposed law and policy changes; make decisions regarding the placement of offenders in department facilities; train staff using a variety of media in classification law, classification practices, and classification support systems, by the development of prescriptive and/or didactic lesson plans; prepare and present written and verbal reports to administrators, legislators, and the judiciary.

**MINIMUM QUALIFICATIONS (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Knowledge of:** projection techniques and the population projection model used in the State of Nevada; State demographic trends; State contracting procedures; the classification database, its contents, organization, data entry specifications, maintenance, security features, and the ability to access and employ this database for research, query, or maintenance purposes. **Ability to:** use SAS (Statistical Analysis System) programming language and STAT + statistical software; apply statistical methods to derive summary data for use in the population projection assumptions as the basis for research into population issues; use mathematical functions to determine significant dates for individual inmates.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.554

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